

EDITED KSA LISTING

CLASS: SUPERVISOR OF ACADEMIC INSTRUCTION, CORRECTIONAL FACILITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

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| | Knowledge of: |
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| K1 | Basic knowledge of the principles, methods, and procedures of school organization and administration and ability to apply them to the educational program of a correctional institution. |
| K2 | General knowledge of the principles and practices of current teaching methodology to provide direction and training to staff. |
| K3 | General knowledge of the principles and practices of classroom management as it relates to the instructional and behavioral issues of teaching students in a correctional school setting to provide a safe and effective learning environment. |
| K4 | Basic knowledge of the purposes and organization of State educational programs and related agencies in support of the academic program. |
| K5 | General knowledge of the principles and techniques of educational counseling to provide assistance in the selection of appropriate education programs for inmates. |
| K6 | Basic knowledge of the causes, extent, and treatment of crime and delinquency as it relates to the inmate population and their educational needs. |
| K7 | Basic knowledge of educational and clinical psychology and sociology as it relates to the inmate population and their educational needs. |
| K8 | Comprehensive knowledge of the principles of effective supervision and personnel management practices in order to supervise assigned educational programs. |
| K9 | Basic knowledge of the Department's Equal Employment Opportunity objectives and processes available for supervisors to effectively meet those objectives. |
| K10 | Basic knowledge of the Americans with Disabilities Act (ADA) and its application within a correctional institution to comply with Departmental requirements and court mandates. |
| K11 | Basic knowledge of the role of the education program in the efficient and effective operation of the institution. |
| K12 | Basic knowledge of federal education grants and procedures to obtain and expend supplemental funding to support education programs. |
| K13 | General knowledge of principles and practices of institutional operations in order to be an effective member of the Education Department supervisory team. |
| K14 | Basic knowledge of the requirements and procedures for library operations within a correctional institution to comply with Departmental requirements and court mandates. |
| K15 | Basic knowledge of funding sources and processes, budget preparation and expenditure tracking to effectively obtain and manage operational resources, forecast expenditures/needs, and remain within budget allocations. |

Bold text-indicates not on Classification Spec.

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| K16 | Basic knowledge of the requirements and procedures for recreational operations within a correctional institution to comply with Departmental and institutional requirements. |

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| | Skill to: |
| S1 | Supervise staff in the academic, recreational and library programs in a State correctional institution to ensure that quality services are provided. |
| S2 | Plan, implement, and coordinate assigned education programs in a State correctional facility to ensure program quality. |
| S3 | Administer educational tests to determine student placement and/or achievement. |
| S4 | Maintain records and prepare written documents to ensure accurate information and effective communication. |
| S5 | Analyze situations accurately and take effective course of action. |
| S6 | Effectively contribute to the Department's equal employment opportunity objectives to create and maintain a fair and equitable work environment. |
| S7 | Effectively apply communication techniques (e.g., written, oral, aural, etc.) to provide information and obtain/maintain the cooperation of others (e.g., federal, state and local agencies, staff, inmates, etc.). |